

CHIEF, PARKS AND RECREATION
(Unclassified Management)

DEFINITION:

Under administrative direction, to administer, oversee, and direct a major functional area within the Department of Parks and Recreation; to apply current principles and practices in the formulation of integrated policy and procedures related to park and recreation activities; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Chief, Parks and Recreation is an unclassified management class allocated only to the Department of Parks and Recreation. Positions in this class report to the Director or the Assistant Director, Parks and Recreation and are responsible for a major functional area or several small programs. Chiefs, Parks and Recreation are also responsible for recommending, formulating and implementing policies and procedures that provide comprehensive, integrated and cost effective regional and county-wide programs.

EXAMPLES OF DUTIES:

Administration and Supervision:

Directs, organizes, and coordinates multi-disciplinary professional and non-professional staff in carrying out a variety of park and recreation programs and in evaluating regional and local park and open-space projects. Types of positions supervised might include: Park Project Managers, Senior Park Project Managers, District Park Managers, Park Rangers, Administrators, and technical and clerical classes.

Policy Administration, Formulation, and Implementation:

Significant responsibility for the formulation and administration of policy in a wide variety of areas, such as park use, land acquisition, park development, and environmental planning.

Establishes and implements policies and procedures consistent with sound management techniques and general policies of the County of San Diego. Participates in policy development at the Federal and State level through the Multiple Species Conservation Program (MSCP), Endangered Species Act, California Environmental Protection Act, Transportation Enhancement Act, Cal Trans, Border Patrol, Water Districts. Establishes and implements fees, charges and use policies for local, regional and open space parks. Drafts ordinances to implement those policies within the County of San Diego.

Technical Planning, Research, and Analysis:

Directs the work and personally performs specialized and technical duties in planning, organizing and implementing comprehensive plans and programs for effective utilization of land and physical facilities, in response to regional service and facilities needs for park planning and development. Types of projects assigned might include researching and analyzing a variety of data, such as economic, social and physical factors affecting park use and development.

Written Communication:

Writes effective reports communicating park and recreation information to the public, government officials, community groups and staff. Typically, a Chief, Parks and Recreation, writes, edits, revises, and produces final plan reports; drafts ordinances, development standards and criteria, technical reports, proposed policies, fee structures, contracts, implementation proposals, environmental documents and resolutions and notices of approval or disapproval for projects.

Oral Communication:

Communicates orally to the public, government officials and other staff to effectively convey technical park use information on an individual basis, at group meetings or public hearings. This includes Board of Supervisors, and community, advisory, civic and planning groups.

Public Relations:

Relates effectively with other government officials, community groups, special interest groups and/or individual members of the public in communicating a variety of park and recreation matters. Organizes, coordinates and directs multi-disciplinary staff in the presentation and summary of project information and recommendations before citizens, local authorities, agency representatives, and park planning and development specialists.

Budgeting, Contracting, and Grant Writing:

Prepares and processes leases, consultant, construction and user contracts. Participates in the Department budget process by recommending service delivery levels and resource needs. Establishes policies and procedures consistent with the established budget.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Effective supervision, training and personnel management principles and practices.
- Program planning techniques and evaluation.
- Legislative mandates and guidelines regulating the functions of the Parks and Recreation Department.
- Environmental protection legislation and regulations.
- County structure, policies and procedures.
- Public administration principles.
- Public, media and governmental relations.
- Budget preparation.
- Facility planning principles and practices.
- The General Management System in principle and practice.

Skills and Abilities to:

- Effectively administer, organize, assign and supervise the work of multi-disciplinary professionals and non-professionals.
- Communicate effectively both orally and in writing.
- Exercise independent judgment and initiative.
- Understand and communicate effectively with people of various socio-economic and cultural backgrounds.

EDUCATION/EXPERIENCE:

Education, training, and/or experience necessary to perform the duties and responsibilities outlined above. An example of qualifying education, training/experience is:

1. Five (5) years of progressively responsible experience in Parks and Recreation projects and/or programs; AND,

2. A Bachelor's degree from an accredited college or university in Planning, Landscape Architecture, Public or Business Administration, Park Management, Environmental Science or closely related field.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel.